



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Contract Court Interpreter- Spanish

Posting #AOC0504N19

Opening Date: May 10, 2019 **Closing Date:** June 14th, 2019

Contract Amount: up to \$61,200 annually

Location: New Castle County, Delaware but statewide travel if needed.

Summary statement:

The Administrative Office of the Courts (“AOC”) is an agency within the Judicial Branch of Delaware that provides support services for the Delaware Courts. The courts are mandated by Title VI to provide meaningful access Limited English Proficient individuals. The AOC Court Interpreter Program is responsible for qualifying, contracting and managing interpreter resources. Under the supervision of the AOC Court Interpreter Program, this contract will provide for the services of one full-time Spanish-English Court Interpreter who will deliver linguistic assistance in New Castle County for no greater than 35 hours per week through attendance and participation primarily in high-volume calendars, such as the Family Court and Court of Common Pleas. The selected independent contractor may be required to perform other duties as specified in the professional services agreement. The contract will be available July 1, 2019, and will extend through June 30, 2020. The contract amount will be prorated and paid on a monthly basis. The contract may be renewed for another year at the discretion of the AOC. Candidates must have the following qualifications:

Essential Skills and Qualifications:

1. Team player.
2. Ability to communicate clearly, effectively, and respectfully in all modes of communication to a diverse audience (includes judges, judicial staff, bailiffs, administrators, attorneys, litigants, and so on).
4. Good organizational and time management skills.
5. Ability to work independently.
6. Experience reviewing calendars and efficiently managing interpreter requests and resources.
7. Flexibility to work in diverse environments such as remote interpreting and customer service.

Eligibility:

Eligible applicants are:

1. court interpreters who have:
 - a. passed the written and oral performance exams of the National Center for State Courts administered by the Delaware AOC, or
 - b. passed the written and oral performance exams of other participating state member of the Council for Language Access Coordinators, or
 - c. a Certification from the Administrative Office of the United States Courts; and
2. are in good standing with the Administrative Office of the Courts of the State of Delaware.

Experience:

A minimum of one year of experience providing court interpretation services for criminal and civil matters of diverse nature and level of linguistic complexity.

Interested individuals should submit a cover letter and resume **as soon as possible** by any one of the formats listed below prior to the closing date stated on this announcement:

1. Send your cover letter and resume as an email attachment with the words “Contract Interpreter” in the subject line to apps.aoc@delaware.gov (**preferred method**)
2. Fax your cover letter and resume to: (302) 255-2217, Attention: Human Resources
3. Mail your cover letter and resume to:

Abby Smith
Administrative Office of the Courts
405 N. King Street, Suite 507
Wilmington, DE 19801

Please direct questions regarding the Delaware Court Interpreter Program to the Coordinator:
Tel: 302-255-0166 or E-Mail: jennifer.figueira@delaware.gov